



# **ADDING A DOCUMENT TO A SUBMITTED APPLICATION TUTORIAL**



**Virginia Alcoholic Beverage  
Control Authority**

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*NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.*

There may come a time when an agent has reviewed a submitted application and discovers that a required document has not been uploaded or an uploaded document was not the correct record. In this case the applicant will be notified that a new document must be uploaded.

## INSTRUCTIONS

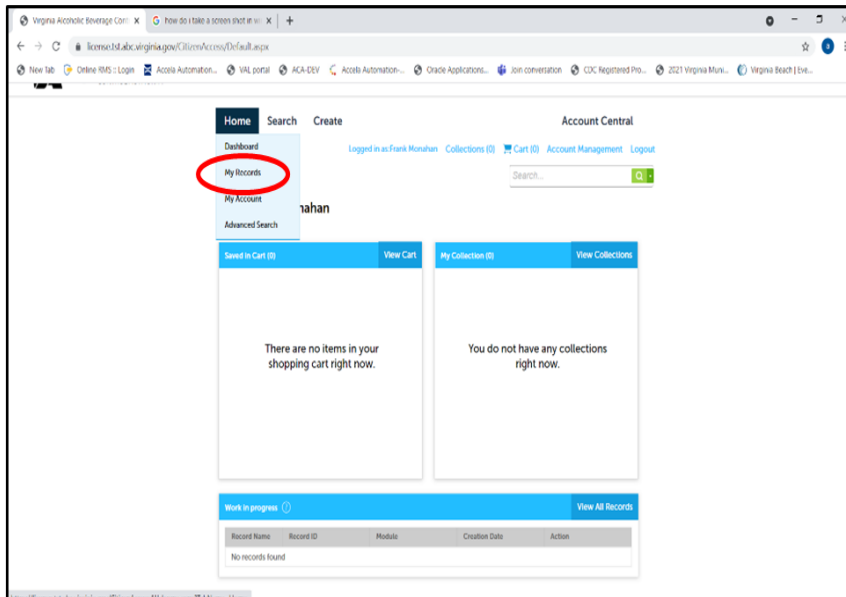
### Helpful TIPS:

- For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.
1. Log in to Account Central, then the Licensing system will be displayed.
  2. Hover over Home and [My Records](#)
  3. Click the [Record Number](#) corresponding to the submitted license – (Not the Amendment Link)
  4. Click [Record Info](#), Click Attachment
  5. Click [Add](#) to Upload Required Documents
  6. Upload the required Documents

## END OF WRITTEN INSTRUCTIONS

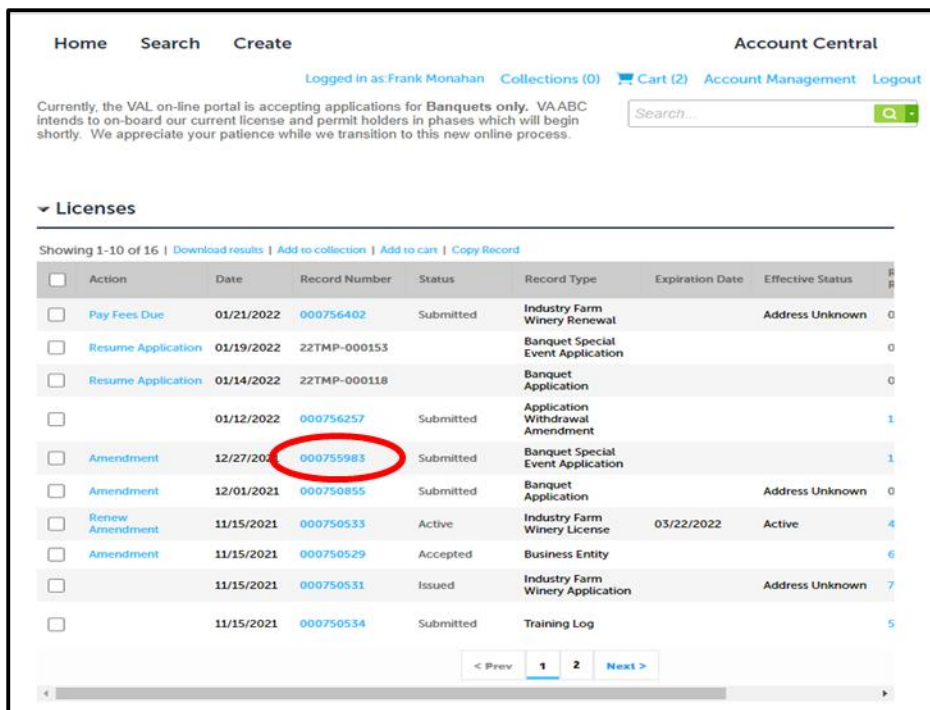
## SCREEN HELP2

Hover over Home, and Click My Records



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Select the Record Number Link corresponding to the submitted license



[Back to Instructions](#)

Select Record Info, Click Attachment

Home Search Create Account Central

Logged in as: Frank Monahan Collections (0) Cart (2) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

Record 000750855:  
Banquet Application  
Record Status: Submitted

Add to cart  
Add to collection

Record Info Payments Custom Component

Record Details

Processing Status

Related Records

Attachments

United States

Record Details

Applicant:  
Individual  
joe blow  
Birth Date: 09/12/1966  
Primary Phone: 2122223344  
k@gvmail.com  
Are you applying on behalf of a group or company?: No  
Have you ever held an ABC banquet license before?: No  
Have you been convicted of any alcohol related offenses including DUI?: No  
Have you been convicted of any other criminal offense: No  
Mailing  
richmond, CT, 23113  
United States  
Mailing  
richmond, CO, 23113

Project Description:  
joe blow

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Select Add to Upload Required Documents

Home Search Create Account Central

Logged in as: Frank Monahan Collections (0) Cart (2) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

Record 000750855:  
Banquet Application  
Record Status: Submitted

Add to cart  
Add to collection

Record Info Payments Custom Component

Attachments

The maximum file size allowed is 16 MB.  
ade;adp;bat;chm;cmd;com;cpk;exe;hta;htm;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scf;shb;sys;vbe;vbs;vxd;wsc;wsf;wsh  
are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Application 000750855 Received-1638393544757.eml	000750855	Banquet Application	Record	Correspondence	1019 bytes	12/01/2021	Acti
active shooter-resolution.PNG	000750855	Banquet Application	Record	Facility Use Contract	132.23 KB	12/01/2021	Acti
ABCregions.jpg	000750855	Banquet Application	Record	Facility Use Contract	131.93 KB	12/01/2021	Acti

Select from Account Add

[Back to Instructions](#)

